

PART III, SECTION J, ATTACHMENT J.22
LABOR CATEGORY DEFINITIONS

- 1. Training Specialist, Engine Generator Sets.** Technical training instructor with knowledge of Engine Generator and Automatic Transfer Switch theory of operation, diagnostics, maintenance, and practical knowledge of Engine Generator ancillary equipment.

Responsibilities include:

- Studies objectives of formal training.
- Develops course syllabi, training project outlines, and lesson plans.
- Prepares assignments, laboratory exercises, demonstrations, training aids, and reference and related material required to by the course outline.
- Instructs students by lectures, discussions, demonstrations, group activities, and laboratory work.
- Demonstrates subject principles and application to students, using audiovisual aids such as mockups, graphs, and training films.
- Diagnoses individual learning difficulties and recommends courses of remedial instruction.
- Prepares classrooms for instruction, controlling factors such as temperature, ventilation, lighting, cleanliness, and arrangement of desks and equipment.
- Maintains attendance records and requisitions supplies.
- Briefs students on safety precautions associated with equipment and facilities used.
- Proficiency using Microsoft Word, Excel, Power Point
- Proficiency operating audiovisual equipment and giving audiovisual presentations
- Working knowledge of educational tests and measurements and instructing techniques

Education and Experience Requirements: High school diploma or General Equivalency Diploma (GED) with a minimum three years specialized and progressively responsible experience in technical training, preferably in the field of Engine Generators.

- 2. Training Course Developer:** Develop training course Task and Skills Analyses Report; Training Development Plan; Course Design Guide; Classroom Training Materials; and Tests both written and practical. Evaluate training materials prepared by instructors, such as outlines, text, and handouts. Monitor, evaluate and record training activities and program effectiveness. Organize and develop, or obtain, training procedure manuals and guides and course materials such as handouts and visual materials. Develop alternative training methods if necessary. Proficiency using Microsoft Word, Excel, Power Point and audiovisual presentation equipment? Working knowledge of educational tests and measurements and instructing techniques

Education and Experience Requirements: Bachelors degree.

- 3. Technical Support:** Electrical Engineer familiar with the Engine Generators and Automatic Transfer Switch theory of operation, diagnostics, maintenance, and practical knowledge of Engine Generator ancillary equipment.

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Responsibilities include:

- Design, develop, test, and supervise the manufacture of engine generator equipment
- Specialize in area of applications engineer assisting customers during design and implementation of standby emergency engine generator systems
- Compile data and write reports regarding existing and potential engineering studies and projects
- Conduct field investigations and prepares reports for problems or issues

Education and Experience Requirements: Bachelors Degree in Electrical Engineering.

4. Administrative Support Specialist. Provide support to the Contractor and FAA.

Responsibilities include:

- Meet and greet clients and visitors.
- Create and modify documents using Microsoft Office.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing system.
- Sign for and distribute UPS/Fed Ex/Airborne packages.
- Research, price, and purchase office furniture and supplies.
- Coordinate and maintain records for staff office space, phones, parking, company credit cards and office keys.
- Setup and coordinate meetings and conferences.
- Maintain and distribute staff weekly schedules.
- Collect and maintain PC inventory.
- Support staff in assigned project based work.
- Other duties as assigned.
- Setup accommodation and entertainment arrangements for company visitors.
- Project a professional company image through in-person and phone interaction.
- Answer telephones and transfer to appropriate staff member.
- Proficiency using Microsoft Word, Excel, and Power Point

Education and Experience Requirement: High school diploma or General Equivalency Diploma (GED).

5. Technical Support Technician: Vendor's Engine Generator Systems Service Technician or Field Service Representative performs service assistance at customer's facility. Technician with knowledge of Engine Generator and Automatic Transfer Switch theory of operation, diagnostics, maintenance, and practical knowledge of Engine Generator ancillary equipment

Responsibilities include:

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- Procedures and schedules for programming, setting of relay, startup, and shutdown
- Troubleshooting, servicing and preventive maintenance of all Engine Generator equipment
- Inspection of equipment, troubleshoot/diagnosis to fault, removal of failed parts/Lowets Replaceable Unit (LRUs), replacement of failed parts/LRU(s), and
- Validation and certification (if applicable) that the system is operational and available for operation, and operation and maintenance.

Education and Experience Requirements: High school diploma or General Equivalency Diploma (GED) with a minimum one year specialized on-job-training in the field of engine generates.